Holy Family Classical School

A CLASSICAL EDUCATION CENTERED ON CHRIST.

Family Handbook

2026-2027 Academic Year

Most Rev. David Konderla, Bishop of Tulsa, Pastor

Very Rev. Brian O'Brien, Rector & President

Dr. Alexander Skufca, Headmaster, Upper School Principal

Summer Fuentes, Assistant Head of School, Lower School Principal

Rev. Jon Fincher, Parochial Vicar & Chaplain

820 South Boulder Avenue
Tulsa, OK 74119-1624

School Office (918) 582-0422
School Fax (918) 582-9705

Parish Office (918) 582-6247
www.holyfamilyclassicalschool.org

Parents' Portal:
https://sis.factsmgt.com/family-portal
(district code is HF-OK)
(CEEB Code: 000150)

Holy Family Classical School is accredited by the Oklahoma Conference of Catholic Schools Accrediting Association (OCCSAA) and the Oklahoma State Department of Education.

handbook revised 10-2026

Holy Family Classical School retains the right to amend this handbook at any time. Parents will be given timely written notification if and when significant changes are made.

Table of Contents

History 3
Mission 3
What is Classical Education? 3
Parent Partnership 4
Admissions and Enrollment 5
Financial Procedures and Policies 7
Financial Assistance 7
Parental Choice Tax Credit 8
Special Needs Assistance 8
Refund Policy 9
Fees 9
Uniform Requirements 11
Dress Code 11
Hair, Make-up, Nails 11
Jewelry and Accessories 12
Hygiene 12
Shoes, Socks, and Belts 12
Facial Hair 12
P.E. Uniforms 12
Approved Outerwear 13
Backpacks and Lunchboxes 13
Consequences 13
Daily Schedule 14
Drop-off and Pick-up 14
Student Parking 15
Aftercare 15
Attendance 16
Partial-day Absences 16
Tardies 16
Excused Absences 16
Check-in and Check-out Procedures 16
Lunch & Snack 16
Student Progress, Conferences, and Academic Reports 18
Evaluations and Report Cards 18
Parent-Teacher Conferences 18
Satisfactory Academic Progress and Academic Probation 18
Promotion, Retention, and Advancement 18
Learning Support 19
Grading Scale 20

Make-up Work 22
Late work 22
Graduation Requirements 22
Student Discipline 23
Classroom Behavior and Etiquette 24
Playground Safety and Behavior 25
Fighting 25
Leaving Campus 25
Contraband 26
Valuables in the Classroom 26
Buying or Selling of Goods 26
Technology and Social Media 26
Searches 27
Behavior Plan 27
Suspension 27
Expulsion 28
Bullying 28
Academic Integrity Policy 31
Safety and Emergency Protocols and Procedures 32
Parent and Visitor Check-In Procedures 32
Volunteers 32
Weather Closings 34
Health and Medicine 34
Health Program/Immunizations 34
Administration of Medication 34
Prescription Medication 35
Inhaled Medication 35
Non-Prescription Medication 35
First Aid 36
Contagious Diseases and Viruses 36
Communications 37
Birthdays 38
Visitors 38
Martin Guild 38
School Advisory Council 38
Volunteer Opportunities 38
Questions, Concerns, and Grievances 39
Accreditation and Non-discrimination 42
Asbestos Management Plan 42
Amendments to the Handbook 42

History

Founded in 1899 by St. Katharine Drexel, Holy Family Classical School is the parochial school of Holy Family Cathedral Parish, the Mother Church of the Roman Catholic Diocese of Tulsa and Eastern Oklahoma. With the oil boom in 1901 leading to significant numbers of Catholic oil workers moving to Tulsa, a new and larger church was built in 1914, followed by the current school building in 1920. For many years, the top floor of the building served as a convent for the religious sisters teaching in the school.

Holy Family Classical School made the conversion to a classical, Catholic model of education in the 2020-2021 school year and has seen significant growth in enrollment as a result. With the desire from families for a classical, Catholic education at the high school level, Holy Family Classical School added ninth grade in the fall of 2022, and the high school continues to grow.

Saint Katharine Drexel, pray for us.

Mission

Holy Family Classical School forms Christian disciples through a classical, Catholic education centered on Christ who is the source of all Truth, Goodness, Beauty and Unity.

The fundamental mission of Holy Family Classical School is the same as the core mission of the Catholic Church, to form Christian disciples. Holy Family Classical School does this in a unique way through its approach to education founded on classical and Catholic anthropology and the richness of the Catholic intellectual tradition, oriented towards Christ as the source of all Truth, Goodness, Beauty, and Unity.

What is Classical Education?

Catholic Classical Education is the cultivation of faith and reason for full human flourishing. It educates the whole person, body and soul, and strives to cultivate intellectual virtue, encourages moral virtue, and inspires physical virtue through a rich and ordered course of study grounded in the liberal arts and the great books. Its end is true freedom in Christ, which yields an informed self-rule and a well-ordered understanding of human nature, God, and his creation.

The Liberal Arts

The liberal arts are those arts which were originally studied only by those who were free to undertake studies but also came to be seen as those arts by which one was formed in and for freedom. The seven liberal arts are found in the trivium and the quadrivium, literally the “three ways” and the “four ways”.

The trivium consists of Grammar, Logic and Rhetoric. These are the arts of communication, what we call the Language Arts in modern education. However, they were clearly structured such that Rhetoric, the art of persuasion, depended on Logic, the art of

clear thinking, which was dependent on Grammar, the art of language.

The quadrivium consists of arithmetic, geometry, music, and astronomy, which are the arts by which the world is understood as ordered. They are the study of created reality in which we find order and meaning.

The Great Books

The Great Books are those works of Western civilization that have engaged perennial topics like existence, reality, virtue, Truth, Goodness, Beauty, the nature of man, and God.

Parent Partnership

The Catholic Church understands parents to be the primary and principal educators of their children. By enrolling their students in Holy Family Classical School, parents choose to enter into partnership with the school for the formation of their students. The parents and guardians of students who attend Holy Family Classical School are expected to support the mission and philosophy of the school. Parents and guardians of students are expected to:

- Participate in the sacramental life of the Church, including Sunday Mass, if Catholic;
- Actively participate in the religious formation and sacramental preparation of their student(s), if Catholic;
- Serve as models for their student(s) of wisdom and virtue;
- Partner with teachers and administration in forming their students as Christian disciples, including in student discipline;
- Actively engage with their student(s) in support of their academic success;
- Support the school community in a charitable manner and abide by the policies and procedures of the school, including those found in this handbook.

If, in the opinion of the administration, parent/guardian behavior does not meet these expectations and/or seriously interferes with the mission of the school in educating students, the school may require parents/guardians to withdraw their student(s) from the school.

As HFCS strives for a fully integrated classical curriculum, it is critical for student success that they fully complete the assigned course of study in all grades. Parents cannot opt out of classes, assigned readings, religious education, or textbooks, and all students are required to attend liturgical functions including but not limited to school Masses.

Admissions and Enrollment

Holy Family Classical School admits students whose families desire a Catholic classical education rooted in the True, the Good, and the Beautiful. Enrollment is based on partnership between school and family to support academic, human, spiritual, and moral formation.

The inquiry process includes open houses and information sessions. Formal application to the school consists of:

(1) a school tour;
(2) an online application;
(3) payment of a $50 application fee;
(4) an in-person meeting with school leadership;
(5) a student interview for grades 9 and above;
(6) a shadow day or learning observation for each applicant;
(7) admission assessment.

All steps must be completed prior to an admission decision.

Admission Assessment Policy:

Diagnostic assessments ensure appropriate placement, curriculum readiness, and the identification of student support needs. Students applying who may require an IAP (Individual Academic Plan) must provide all documentation and testing for review by the Student Support Team.

Assessment data may be used to determine class placements, propose provisional enrollment, recommend academic intervention, and/or determine if the school is capable of supporting student needs based on current enrollment.

Provisional Admission:

Provisional admission may be offered for applicants during enrollment off-cycles, with incomplete records, or with placement concerns. This period lasts five days. During this period academic and behavioral readiness is monitored and placement adjustments may occur. Full admission may be then confirmed; or the provisional admission period may be extended with a support plan; or admission will be discontinued.

Waitlists & Deferral:

Applicants may be placed into a waiting pool once class capacities are reached. Deferred applicants may have priority waitlist status, but enrollment is not guaranteed. Enrollment priority is as follows:

(1) Faculty children
(2) Siblings of currently enrolled student(s)
(3) Returning student status (reenrollment)
(4) Timely completion of requirements
(5) Active Holy Family Cathedral parishioner
(6) Active Diocese of Tulsa parish membership

Enrollment Documentation:

Deposit and complete submission of enrollment documentation must be completed within 15 days of notification of acceptance to hold the student's place. After 15 days the student will not be guaranteed enrollment.

Admission alone does not guarantee placement at Holy Family Classical School. After admission and acceptance, enrollees must submit the following documentation as part of an enrollment packet:

1. Student & family information
2. Student legal documentation
    a. Birth certificate/proof of citizenship
    b. Student medical documentation
    c. Sacramental records (if applicable)
    d. Custody documents (if applicable)
3. Student academic records
    a. Previous school records (if available)
    b. Prior term grades & attendance records (if applicable)
4. Contractual agreements
    a. School handbook agreement
    b. Enrollment and financial agreement
    c. Student privacy elections

Enrollment is not complete until all documentation is received by the school. Failure to complete the enrollment packet and submit necessary deposits may result in an inability to enroll in Holy Family Classical School for the desired term.

Financial Procedures and Policies

Holy Family Classical School uses FACTS Management Company to collect payments. If you use the monthly option, there is a $45 enrollment fee and a 4% carrying charge on the tuition amount. The total (tuition plus fees) will be divided over eleven months with the first payment in July and the final payment in May (fewer for families who transfer in late). If you use the semi-annual option (July and January), there is a $10 enrollment fee and a 4% carrying charge on the tuition amount. All payment withdrawals are on the 5th of each month. If the 5th falls on a weekend, it will be withdrawn on the following Monday. If you choose the one-time payment, it will be withdrawn on July 5th. You may use a bank account or credit card. There are no additional fees if using a bank account. If you use a credit card for any payment option, there is an additional 2.85% fee. For families starting mid-year, tuition will be prorated by month. If any part of the month is attended, you will be charged for the whole month.

Charges to your bank account or credit card must be made by logging into your FACTS account. Changes to your payment plan must be made by Holy Family Classical School. Please submit requests via email to rlodes@tulsacathedral.com.

The discounted parishioner rate will be given to families whose parish agrees to provide a subsidy. It is the family's responsibility to resolve parishioner status disputes with their parish. If you change parishes or your status changes during the school year, you must notify the school and you will be billed for the difference. Any questions about your eligibility to receive the parishioner rate should be directed to your parish priest.

Financial Assistance

Holy Family Classical School understands that families may not be able to afford tuition. Thanks to the generosity of local organizations and private donors, roughly 85% of students receive some form of aid. Please see our website for additional information on eligibility for the different organizations that generously support our families.

All families of students in grades PK3- High School may apply for financial assistance with an online FACTS application at http://online.factsmgt.com/aid after registration is received by the school. There is a non-refundable application fee of $35, payable online, and the deadline to apply is April 1st. No paper versions of the application are available. Questions about the application can be directed to FACTS Customer Service at 1-866-441-4637. The amount of assistance granted is determined by the St. Francis of Assisi Tuition Assistance Trust, Friends of Catholic Education, and GO for Catholic Schools Scholarship Funds. Each organization sets their own requirements, which may be based on income, family size, being active members of a participating parish, and other criteria. Several organizations require families to apply for the Parental Choice Tax Credit to be eligible to receive financial aid – as such, Holy Family Classical School strongly encourages all families to apply for the Tax Credit.

Notification of Aid Awarded

A notification letter of aid awarded will be emailed after the school receives the aid information, before July 15th. The total aid amount awarded will be applied to your bill within FACTS. You must already be enrolled in order to be considered for financial aid.

Parental Choice Tax Credit

Parental Choice Tax Credit checks are received from the state each fall. Until they are received, the amount of the checks will be listed as a balloon payment, due at the end of the semester. In the event anticipated tax credit checks are not received or signed over to the school, families are responsible for payment of the full balloon payment at the time it is due.

Special Needs Assistance

Holy Family Classical School is committed to supporting students with identified learning needs when the school has the personnel, resources, and appropriate services available to meet those needs.

Students who qualify for and receive student support services beyond general classroom instruction may incur additional charges for those services. These charges help offset the cost of evaluations, individualized planning, intervention, specialized personnel, assistive devices, and other services provided to the student.

When permitted, Holy Family Classical School may apply funds received through the Lindsey Nicole Henry Scholarship, GO for Catholic Schools, or other applicable scholarship, grant, or financial assistance programs toward the cost of these services.

Families whose students receive additional support services are required to apply annually for all scholarships, financial aid, or other funding programs for which their student may be eligible. Available funding will be applied toward eligible service charges before the remaining balance is assessed to the family. Scholarship or grant funding is not guaranteed and may vary from year to year based on eligibility, program requirements, and available funds.

Cost Schedule:

KTEA	$500
Brigance	$500
Diocesan Psychologist Evaluations	$500-$1,000
Push-in Intervention	$1,000
Pull-out Intervention	$2,500

Initial IAP Document	$1,250
IAP Monitoring	$1,000
Initial Student Support Plan Document	$750
Student Support Plan Monitoring	$500
Assistive Devices	$200
Paraprofessional 1:1	$34,000
Shared Classroom Paraprofessional	$6,500

Refund Policy

A $400 per student non-refundable deposit is collected to reserve enrollment. The deposit becomes non-refundable after January 15th of the previous school year or one week after submission of the enrollment form for new families. 50% of remaining tuition becomes non-refundable on July 1st, with the remainder becoming non-refundable on November 1st. All fees are non-refundable.

Fees

Lunch, aftercare, and other school fees are viewable through the **FACTS Family Portal**. Fees may be paid online through the Family Portal or directly to the school office by check. Unless otherwise stated, all fees are non-refundable.

Fee or Charge	Amount	Details
Returned Payment/NSF Fee	$30	Assessed by FACTS when a payment is returned for insufficient funds.
Additional Late Fee	$25	Assessed when a payment is returned a second time.
Forgotten Lunch	$4.50	If a student forgets a brown bag lunch, the school will provide a cold lunch. Charges are billed monthly through FACTS.

Aftercare Registration Fee	$30 annually	Required for students registered for aftercare.
Aftercare Fees	See Aftercare Registration Form	Aftercare charges are billed through the parent FACTS portal at the end of each month.

Additional fees associated with programs, extracurricular activities, athletics, band, instrument rental, and similar activities are not included in tuition unless specifically stated. Fees may vary based on the activity and actual cost and will be communicated to families in advance when possible.

Students with an outstanding account balance may not be permitted to re-enroll for the following school year.

The school's late-payment structure is administered through FACTS. Families are responsible for monitoring their FACTS account and maintaining all tuition, fees, and incidental charges in good standing throughout the school year.

Uniform Requirements

Holy Family Classical School maintains two uniforms for all students: daily uniform and dress uniform. Students are always permitted to wear their dress uniform, but it is **required** on Mondays and Wednesdays. The daily uniform is permitted on Tuesdays, Thursdays, and Fridays.

Certain uniform items may only be purchased from our approved vendor.

For current uniform requirements listed by grade, visit this page:

https://holyfamilyclassicalschool.org/uniforms/

The above website serves as the official and most accurate listing of uniform guidelines and purchase options.

Dress Code

General Appearance

The purpose of the Dress Code is to form students in the fundamentals of what it means to present one's outward form in a manner which accords with the dignity of the human person. Elegant dress and carriage are ways of showing respect for ourselves and others as icons of the Blessed Trinity, to borrow a phrase from St. Augustine. Neatness, cleanliness, and modesty are admirable virtues that we expect our students to strive to achieve. Every student and volunteer is expected to abide by certain basic guidelines in keeping with the dignity of the human person, who is made in the image and likeness of God.

- Responsibility for adherence to the dress code belongs to parents and students alike.
- All students are expected to be in complete uniform each day from arrival through dismissal, with the uniform always being of proper fit as well as clean and neat.
- Young ladies' skirts or jumpers must be hemmed so that the bottom of the skirt or jumper comes to the knee.
- Young ladies may not modify their skirts by cutting, trimming, or folding at any time.
- A student may be asked to call home for uniform elements to be brought to school.
- Persistent disregard for the uniform policy may result in non-voluntary dismissal.
- We recommend that all uniform elements and personal articles of clothing be marked in permanent ink with the child's or family's name.

Hair, Make-up, Nails

Hair must be neatly maintained and styled in a manner which does not create a distraction for others. The same basic principle applies to the application of make-up by young ladies. Unnatural hair coloring is not permitted. If make-up is worn by a young lady, its application must enhance natural coloration of one's skin-tone. The school reserves the right to determine the appropriateness of new fads or trends involving hairstyles or make-up and whether they fall within the Holy Family Classical School Uniform Dress Code. Artificial nails are not permitted for students in Montessori through 8th grade.

Jewelry and Accessories

Simple and modestly styled hair accessories may be worn by young ladies if they are solid burgundy, gold, gray, white, green, or uniform plaid (plaid 43). Large flowers and feathers are not permitted. Jewelry that is modest, simple, or reverent in style, size, and quantity may be worn. Earrings must be simple and small in size for safety reasons. No facial piercings or facial jewelry is allowed. No smart watches or fitbits are allowed.

Hygiene

Good hygiene must be maintained by all students at all times of the school day. Please observe daily washing prior to attending school, handwashing after using the restroom, handwashing prior to meals, and the application of deodorant daily at home prior to coming to school. Nails should be kept clean and orderly.

Shoes, Socks, and Belts

Shoes should be free of any colored stitching or details and any logo present should be in a color that matches the rest of the shoe so as not to be distinguishable. All students are required to wear socks. Girls' socks must be plain white, black, or gray, crew length, knee-high, or tights. Leggings may be worn under skirts and jumpers and must meet color requirements for girls' socks. Black belts are required for boys in grades 1-12.

Facial Hair

Boys in High School may wear facial hair, provided it is short and well-groomed daily.

P.E. Uniforms

Holy Family Classical School PE uniforms may be ordered through our approved vendor and consist of a Holy Family Classical School logoed t-shirt and uniform shorts or sweatpants. For ladies, a skort with knee-length leggings can be worn in lieu of uniform shorts or sweatpants.

- Grades PK-4 ONLY tennis shoes are required.

- Grade 5 ONLY tennis shoes and uniform shorts/sweatpants are required.
- Grades 6–12 tennis shoes, logoed T–shirt and uniform shorts/sweatpants are required.

Approved Outerwear

Holy Family Classical School uniform approved outerwear may be ordered through approved vendors, including fleece jackets, soft shell jackets, and performance pullovers. Approved outerwear may be worn over uniform shirts in the classroom but may not be worn to Mass. Students may wear spirit outerwear or other non-approved outerwear on the playground and before or after school but should not wear it in the classroom or to Mass.

Backpacks and Lunchboxes

Items with images or characters from TV shows, video games, or other pop culture references are not allowed. Please select items in a solid color or generic pattern.

Consequences

The purpose of the dress code is to bring a sense of unity in the classroom, to build virtue through the discipline of obedience, and to reduce the distraction of clothing styles and trying to fit in. Parent partnership in following the dress code is essential to success. The first week of school is treated as a time of learning to follow the expectations of the dress code. Failure to follow the dress code following the first week of school will have the following consequences:

- First & Second offense: The student will receive a written dress code referral with a reminder of the policy related to the missing item to be signed by the parents.
- Third offense: The student will receive a written referral related to the missing item to be signed by the parents, and parents will receive a phone call or email to inform them of the policy violation.
- Additional offenses: Parents will be called from the office to bring the item to school for the student; middle school and high school students will make the call from the office themselves.
- Persistent offenses will be viewed as a sign of a lack of parent partnership in disciplinary matters, which may result in the student being withdrawn from the school.

Daily Schedule

7:45am	Arrival
8:00am	Students depart classroom for daily Mass
8:05am	Mass - *late arrivals report directly to Mass.*
8:40am	*Students arriving after this time, report to the office.*
3:00pm	Pick-up
3:15pm	Aftercare begins

Students who are not picked up by this time will be dismissed to Aftercare. Charges will be assessed for aftercare day by day, not hour by hour.

5:30pm Aftercare closes

Students not picked up by 5:30pm will incur late fees

Drop-off and Pick-up

Drop-off opens daily on Boulder Avenue (southbound for vehicles, or at the East gate for pedestrians) beginning at 7:45am.

All vehicles dropping students off at the curb are asked to keep their doors shut until they are in the coned zone beyond the crosswalk between the Cathedral and the school.

Parents or grandparents who choose to park in the East lot and walk their children across the street are asked to please use the crosswalks and to please not assume that all traffic will adhere to flashing safety lights. *Any student that is not dropped off at the curb must be accompanied by an adult to the entrance to the school.*

At 8:00am, the attendant staff member or safety officer will close the school's front door. Students arriving after 8:00am are asked to report with all of their belongings directly to the Cathedral for Mass. An adult must accompany the tardy student into the Cathedral. For arrivals after Mass (8:40am and later), students must check in at the front accompanied by an authorized adult and then at the school office for a late slip.

The mid-day pick-up procedure is to approach via the East entrance on Boulder Avenue, then to sign in at the front desk before coming to the school office. During midday

pick-up, please allow time to park, cross Boulder, sign in, and await your student's arrival. Typically, we recommend adding 15 minutes to your travel-time to your appointment.

Regular dismissal begins daily at 3:00pm for all grades.

IMPORTANT Notice: Only those individuals who appear on the pick-up list established by parents or legal guardians will be permitted to pick-up students enrolled at Holy Family Classical School. Where a staff member or safety officer does not recognize the individual requesting to pick up a given student, policy requires that our staff check ID and also consult the official pick-up list kept in the school office.

SAFETY Notice: Vehicle operators who are picking students up at the curb are asked to use common sense safety precautions during the daily pick-up process. Vehicles' doors should remain closed while vehicles are in motion. Please do not ever advance a vehicle with children inside with a door or doors open. Failure to keep this standard of precautionary safety measure could result in serious injury or death. Please do not operate a vehicle with a child or children unbuckled, nor with children hanging out one or more windows, nor with a number of children which exceeds the occupancy limit of the vehicle.

Students should only exit the vehicle south of the crosswalk; those picking up students please always remain in their vehicles.

Student Parking

Students who are legally able to drive may purchase an annual parking pass from the parish office for $25. To release younger siblings to an older student, parents must sign a Minor Driver Release Form, which will be given to the student as requested upon completion of their parking pass process.

Aftercare

Aftercare is offered to families from 3:15 until 5:30 daily. Typically, there is weather dependent, monitored outdoor recess, followed by time spent indoors. Students are provided with an afternoon snack. A quiet study room is also available for Middle and High School students. The aftercare program is only available on school days, but not available on the days right before holidays or breaks. See the Aftercare Registration Form for fees and to register.

Attendance

Regular attendance is required of all students by the school laws of the State of Oklahoma. Teachers are required to keep records of attendance. The parent/guardian of an absent or tardy student must notify the school office prior to the absence or tardy or the morning the student is absent or tardy. Students are ordinarily expected to make up any work missed because of an absence. State law requires compulsory attendance for students in kindergarten and above.

Absences of 10% or more (9 per semester) may result in a student not receiving credit for completion of their current grade level and being retained, or required to repeat the course. Chronic absenteeism may require administration to make a report to truancy officers, pursuant to state law.

Partial-day Absences

A student who arrives at school after 10:00am or who leaves school before 1:00pm, shall be considered absent one-half day.

A student who leaves school for a medical/dental appointment during the day and is gone for longer than 2 hours shall be considered absent one-half day.

Tardies

Students arriving after 8:05 are considered tardy. Five tardies will equate to one absence**.**

Excused Absences

A written excuse (including email) from the parent or guardian is required by the day of the student's return following an absence. All notes concerning absences shall be kept on file until the end of the school year.

Check-in and Check-out Procedures

Students may not leave the school campus for any reason without permission, and High School students of any grade may not check themselves out without written parental permission.

Should there be a custody issue or restraining order involving the parent of a student, a legal document stating this fact must be filed with the school office. The student's FACTS account will inform the teacher if there is anyone restricted from picking up the student.

Lunch & Snack

Students should pack lunch, snacks, and a water bottle daily. Microwaves will not be provided to heat lunch items.

Food & Drink Rules

- "Candy" is forbidden as a snack in Montessori through 8th grade
- "Sugary drinks" (soda, energy drinks, sweet tea, highly sweetened lemonade, etc.) are not permitted in class or lunch in Montessori through 8th grade
- Students who forget their lunch are not permitted to have food delivered by restaurants or third parties.
    - Parents may bring forgotten lunches to the office before scheduled lunch periods.
    - Students may ask for a school cold lunch from the office
- Students are not to trade or share food from their lunch
- High School teachers reserve the right to regulate and ban problematic food and drink items during class

Student Progress, Conferences, and Academic Reports

Evaluations and Report Cards

Teachers are asked to evaluate students in core subjects weekly and to remit to parents via graded work in mathematics and language arts. Report cards are distributed at the end of every quarter via email for Grades 1-8 and every semester for Grades 9-12. Report cards are viewable in the Family Portal. Grades are based on written and oral work, projects, participation in class activities, performance, and exam results as detailed in course syllabi. Students' work is evaluated in terms of course objectives and progress toward defined goals set by the teacher with respect to each subject itself.

Parent-Teacher Conferences

Conferences for either parents or legal guardians are held during the first and third Quarter grading periods. Conference attendance is strongly recommended, as these are an invaluable opportunity to strengthen communication between school and home in support of each student's progress through the curriculum. Parents wishing to conference with teachers more often than twice each year may request additional periodic appointments with homeroom teachers as the teacher is able to make availability in their weekly schedule.

Satisfactory Academic Progress and Academic Probation

As a condition of continuing enrollment, students at Holy Family Classical School are required to make satisfactory academic progress or SAP. Students who fail two or more core classes in a given quarter or semester may be subject to academic probation. This process begins with a meeting between relevant teachers and principal to develop a plan and measurable objectives for the student. The plan may require students to end participation in extracurricular activities and clubs, including student council. The plan must include clear goals for academic improvement in relevant subject matters. Students who fail two or more core classes of any sort in back-to-back quarters or semesters may be asked to withdraw. At the discretion of the Headmaster and Assistant Head of School, students failing to make SAP may be asked to leave the academic program of formation permanently. High school students who fail any course are required to enroll in a credit recovery class that meets the same credit requirements as the failed class. The fees for such recovery courses are the responsibility of the parents.

Promotion, Retention, and Advancement

The well-being and best interests of the child shall be the main considerations in determining a student's class placement for the following school year. If a student has completed all the assigned material for a grade level to the full extent of his/her ability, and has complied with all attendance regulations, that student shall be promoted to the

next grade level.

If a student has failed to attain the minimum level of achievement for a given grade level or if it is determined retention would benefit the student, the teacher should schedule a conference with the student's parents. Teachers should inform the Headmaster or Assistant Head of School before speaking to the student's parents, so that the administration can support the teacher and assist with student retention. This decision shall require careful consideration of all factors by the teacher, the administration, and the parents.

If a student has been promoted or transferred to the next grade level against the advice of the faculty and administration, the parents shall be required to sign a statement that they realize this decision is in conflict with the professional advice of the faculty and administration. When a teacher anticipates retaining a student, a second quarter conference with parent(s)/guardian(s) shall be required as well as fourth quarter mid-point and end-of-year conferences. These conferences must occur before the report card is issued to the student.

Holy Family Classical School follows the policy of the Diocese of Tulsa regarding student age, requiring that students entering first grade be age 6 by September 1st, with the other grade levels following. Holy Family Classical School does not typically recommend or practice advancement. If a student is showing advanced achievement in all areas of development and academic performance which is not being met by the school's learning support team, consideration may be given to advancement in conjunction with teachers and school administration.

Learning Support

Holy Family Classical School provides support for students with diverse learning needs. Learning specialists work with students to assess their needs and can design and implement Individual Academic Plans (IAPs) to meet those needs (which may include accommodations and/or modifications) and coordinate with teachers and parents on their implementation. Please contact school administration if your student has a documented disability, if they have previously been receiving accommodations and/or modifications, or if you have concerns about your student's performance or ability being met.

HFCS is committed to support the individual needs of our students within the resources, staffing, and programs available each given school year. Because the needs of students vary in type and level of support required, HFCS may not be able to provide every accommodation, intervention, or specialized service recommended or requested. The school will work collaboratively with families to determine what supports can reasonably be provided within our educational setting.

Student Support Department

Inspired by the mission of St. Katharine Drexel, the Student Support Department at Holy Family Classical School exists to support the inherent dignity and flourishing of every

student—spiritually, academically, and socially—within the framework of a Catholic, classical education. Grounded in Christian anthropology, we partner with parents, teachers, and administrators to ensure that students with diverse learning needs can thrive through access to specialized support. We aim to create a welcoming environment that reflects God's love and ensures Catholic education is accessible to students of all abilities.

We serve students with:

- Individualized Education Plans (IEPs)
- Individualized Academic Plans (IAPs)
- 504 Plans
- Student Support Plans (SSPs)
- Private psychoeducational evaluations
- Diagnosed or suspected learning challenges/differences
    - Autism Spectrum Disorder
    - Attention Deficit Hyperactive/Inattentive Disorder
    - Specific Learning Disabilities:
        - Dyslexia
        - Dysgraphia
        - Dyscalculia
- Gifted and Talented abilities

Targeted academic intervention needs

Services may be provided through pull-out instruction, push-in support, and collaborative teaching models within the classroom setting. Support is tailored to the individual needs of each student and is closely coordinated with teachers and families.

Admissions & Services for Students with Disabilities

Admission and re-enrollment decisions for students with learning differences are made by the Principals in consultation with the Learning Specialist Department. Catholic schools are not mandated to provide all services required under federal laws such as IDEA. While we strive to meet the needs of all students through reasonable accommodations, there may be situations where the necessary level of support is beyond the school's current resources. These limitations are discussed openly during the admission process and IAP/SSP meetings.

Grading Scale

Montessori and First Grade use developmental scales indicated below. The First Grade's developmental scale is set by the Diocese of Tulsa.

Montessori Developmental Scale	First Grade Developmental Scale
I – Introduced	**N** – Area of Need/Concern
N – Needs Improvement	**P** – Progress Being Made
P – Practiced	**E** – Expected Performance
M – Mastered	

Grades 2-12 use a ten-point grade scale for written work, participation, and homework.

Letter Grade	Percentage	Letter Grade	Percentage
A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	65-66
B-	80-82	F	0-64
C+	77-79		

Students must present neat written work, labeled with the student's name, date, subject name, and exercise/assignment page number in a format approved by the classroom teacher. Students shall use pencil or ink as directed by the classroom teacher. The teacher shall review all policies regarding students' work with the students and parents. The policy shall be reviewed as necessary. These guidelines shall take into account the age and grade of the students.

Homework should focus on review and reinforcement for a clear purpose. Students who fail to complete classwork during the school day may be required to complete the assignment at home.

Average homework time per evening should not exceed:

Grades 1-3 20 minutes

Grades 4-5 40 minutes

Grades 6-8 50 minutes

High School 90 minutes

Make-up Work

Students who are absent are given time to make up any missed work. The student will have time equal to the days missed. For example, if a student is ill and misses three class days, the student should be allowed three school days to complete the missed assignments, turning them in on the fourth day.

If a student is travelling or has a planned absence, the teacher can provide work ahead of the planned absence, provided they are given adequate notice to prepare the assignments. Students should turn in completed work on the day they return from preplanned travel.

Late work

Teachers should establish a due date for assignments. Students in grades 4 and above who turn in assignments past the due date may have reduced grades on the assignment according to the following scale:

One day late: maximum grade of 80%

Up to five days late: maximum grade of 50%

Graduation Requirements

Graduation requirements for high school students may be found in the High School Course Catalog, as listed on the website.

Student Discipline

At Holy Family Classical School, discipline is the formative education of the soul in virtue. Our mission is to help students build an ever-ascending capacity to integrate thought, will, and action in imitation of Christ. With the Holy Family as our model for communal life, we seek and love what is true and good through a tiered process of maturation.

We recognize that outer discipline–our shared expectations, routines, and rules–is the essential scaffolding for inner discipline. This structure strengthens the students' internal power to obey natural laws, order their thoughts toward the Good, and pursue truth with a free heart.

To determine appropriate consequences for misbehavior, Holy Family Classical School will employ the Church's standard for the evaluation of moral acts. This entails proper identification of the object, intention, and circumstances.

The disciplinary procedure for specific behavior is as follows:

1. Discipline begins in the classroom. Correction from the teacher, who has the closest relationship with the student, is the primary means of modifying behavior. The teacher is best equipped to be a model and guide.
2. If the behavior of the student persists despite intervention from the teacher, or if the behavior is significantly disruptive to the learning environment or dangerous, the student will be referred to school administration. Some behaviors will result in an immediate need for referral to the school administration, including:
    a. Acts of physical aggression towards another person
    b. Violating established safety guidelines
    c. Student defiance or unwillingness to cooperate with teacher correction
    d. Bullying
    e. Bringing contraband items to school
3. The administration (Dean of Students, principals) will seek to understand the nature and cause(s) of the behavior, and parents will be notified of a plan of action to improve behavior and build positive habits.

Students who are sent to the office may be required to complete a behavior reflection form. A behavior reflection form is a document that identifies:

- the student's behavior,
- what went wrong,
- what they can do to restore or repair any damage caused, and
- how to prevent their behavior from occurring in the future.

Consequences for negative behavior will be naturally and/or logically connected to the behavior to ensure the connection in the student's mind between the behavior and the consequence. Possible consequences include, but are not limited to:

- Loss of privileges
- Time apart from their fellow students
- Required restorative action to repair damage from the behavior, including “Faculty and Student Time” (FAST) (i.e. detention)
- Being sent home from school
- Suspension
- Expulsion

Parent partnership in student discipline is essential to the success of the school in the mission of forming Christian disciples. If parents are unwilling or unable to partner with the school in the disciplinary process, they may be required to withdraw their child.

School administration and teachers are not always present to witness incidents or areas of concern and therefore can only intervene when they are informed about them. A student who has experienced a violation of school rules or policies or parents who become aware of a violation of school rules or policies should report the violation immediately to a teacher or school administrator.

Reports of violations of school rules or policies are investigated by school administration, including taking an initial report, speaking with other students, teachers, or staff members who may have observed the incident, and viewing security footage. If an investigation reveals that a student has been involved in a violation of school rules or policies, disciplinary action will be taken. Due to student privacy, the administration is not to disclose specific disciplinary action to those not authorized for that information.

Classroom Behavior and Etiquette

Teachers will clearly provide behavioral expectations for their classrooms. Both teachers and students have the responsibility to ensure that the classroom provides an optimal environment for the pursuit of Truth, Goodness, Beauty, and Unity. Behavior that violates this responsibility includes, but is not limited to, the following:

- use of foul language while at school;
- persistent failure to bring to class the required texts and class materials;
- interrupting or talking over the teacher or other students or to other students in side-conversations;
- discussing inappropriate pop-culture (cinema, song, etc.) in class, during lunch, or at recess;
- eating in class without permission;
- chewing gum;
- making rude or unkind comments or gestures;
- inattention during instruction;
- being out of uniform;
- not following instructions.

Engaging in any of the above or any other disruptive behaviors may result in disciplinary consequences, including notification of the parent or guardian. Persistently disruptive behavior may result in suspension or expulsion.

Playground Safety and Behavior

As part of physical formation at Holy Family Classical School, unstructured play during recess develops character, courage, and virtues that help make a generous loser and a gracious victor, all the while fostering perseverance and charity. Playground rules will be discussed by teachers in the first days of school and will be updated with students when new equipment or activities are added. All equipment and playground items should be used for their instructional or established purpose at all times. Recess periods are supervised by adult staff at all times. Students may never leave the designated grounds during this time unless they are escorted or given permission by the supervising adult.

NOTE: Students who are on the playground but not in supervised aftercare must be monitored by their own parent or guardian and must follow the same rules and physical formation expectations established during school hours.

Fighting

Physical altercations will result in the parent being notified. Any student who assaults a student, faculty, or staff member, either physically or verbally, will be referred to the Head of School or Assistant Head of School for disciplinary action. It shall be the responsibility of the administration to determine the appropriate consequences on a case-by-case basis, even up to suspension or expulsion.

Public Displays of Affection (PDA)

Holy Family Classical School seeks to cultivate a culture of virtue, modesty, and respect in all relationships among students. Public displays of affection (PDA), including but not limited to handholding, hugging, kissing, or other romantic gestures, are not permitted at school or during school-sponsored events.

Students are expected to always maintain appropriate boundaries. As a Catholic classical school, we encourage friendships that are rooted in mutual respect and honor the dignity of each person. Any behavior that distracts from the academic environment or is contrary to our mission will be addressed by faculty or administration.

Students who disregard this expectation may receive a warning, and repeated offenses will result in parent contact and possible disciplinary action.

Leaving Campus

Students are not allowed to leave the school campus during school hours for any reason

without the knowledge and consent of the administration and parents or legal guardians.

Contraband

The possession, sale, or use of alcohol, drugs, tobacco (including vapes) or any other controlled substance on the school campus or at school-sponsored activities is strictly forbidden. Violation of this rule will result in immediate suspension, possible expulsion, and will be reported to the appropriate law enforcement agencies.

No weapon of any type (guns, knives, fireworks, etc.) or look-alike toy weapons are permitted on the school campus or at school-sponsored activities. Possession of these items on school property will not be tolerated. The circumstances of the situation may call for the involvement of civil authorities and criminal charges may result along with additional consequences, up to and including suspension and expulsion.

Valuables in the Classroom

Students should not bring valuables to school. Holy Family Classical School assumes no responsibility for damages to or loss of any personal item.

Buying or Selling of Goods

Students should not buy or sell goods on campus except as part of a permitted class or school activity.

Technology and Social Media

Possession of personal electronic devices (PEDs) while on the Holy Family Classical School campus is prohibited unless specific permission for limited academic use has been granted in writing with the approval of Head of School or Assistant Head of School. PEDs include but are not limited to cell phones, laptops, tablets, media players, smart watches, fitbits, and more.

Any student found to possess a personal electronic device or PED at school will be referred to the school office, and parents will be notified that they will need to pick up the PED at the end of the school day. If a PED is needed after school hours, parents may contact School Administration to discuss arrangements.

It is the recommendation of Holy Family Classical School that parents observe a prudential prohibition of all social media activity in the home for their students and careful moderation of any gaming and internet use. Numerous studies have demonstrated the detrimental effects of social media use by children and it is the desire of the administrative team at Holy Family to robustly curb any possible negative effects in the school environment.

Students are reminded that they are ambassadors for the school and that their activities in

every sphere of public life should reflect the same values lived at school. Students' engagement in inappropriate behavior on social media could result in intervention by the school's administration, particularly in cases where online activity negatively affects school culture.

Searches

The faculty and administration may conduct periodic on-campus searches intended for the safety of students and to ensure that contraband (e.g., drugs, alcohol, tobacco, weapons, unauthorized cell phones) are never brought on campus/school property. Students assume responsibility for items discovered in their possession, book bags, or automobiles at school or school-sponsored activities.

Behavior Plan

If a student has persistent behavior in violation of the rules and policies of Holy Family Classical School that has not been resolved in conjunction with the teacher, parents, and school administration, school administration will implement a behavior plan for the student that identifies behavior concerns, sets goals for improvement, lists strategies and supports, and provides consequences for behaviors in violation of the plan. Continued behavior in violation of the plan will result in suspension or expulsion.

Suspension

Holy Family Classical School adheres to the suspension policy of the Catholic Schools Office of the Diocese of Tulsa, as follows:

Suspension is defined as a temporary dismissal of a student from the school. Suspension is a consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success.

Students may be suspended for reasons including, but not limited to:

- Conduct unbecoming a Christian student;
- Incorrigible, or disruptive behavior which impedes the progress of the rest of the class;
- Use, possession, or sale of weapons, drugs, or controlled substances;
- Infliction of, or threatened, injury to another person or the school community; and
- Criminal or gang-like behavior.

The following suspension process shall be followed:

- Only the Rector, Headmaster, or Assistant Head of School has the ability to suspend a student;
- A student shall be suspended for no more than seven (7) school days;
- A conference shall be held with the parents, either before, or after, the student is placed on suspension; and

- A written record shall be made, including date of the suspension, reasons, and notes relating to the parent conference, with the terms and conditions of the suspension signed by the parent and principal or headmaster. A copy of the record must be kept in a file separate from the student's permanent record.

Expulsion

Holy Family Classical School adheres to the expulsion policy of the Catholic Schools Office of the Diocese of Tulsa, as follows:

A student may be expelled from school when other means of discipline have failed. Expulsion can be a result of two things: one, an accumulated discipline situation and two, a possible single incident, if the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Expulsion is a serious matter and should be invoked only as a last result. The following procedures shall be observed:

- A record shall be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and family;
- The Head of School must confer with the Rector regarding any impending decision to expel a student;
- The parent(s) or guardian(s) shall be given a written notice of the offense(s) and shall be invited to a conference with the student, school personnel, and Rector. At this time, the parent(s) or guardian(s) will be asked to withdraw their child from the school;
- The Head of School or Assistant Head of School shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student's permanent record;
- The student's permanent record shall indicate that the reason for the transfer was expulsion;
- The Head of School shall immediately notify the Superintendent of Catholic Schools of any expulsion. This notification shall be in written form, whether or not verbal communication has occurred; and
- The final decision to expel a student rests with the Head of School, with the knowledge and consent of the Rector.

Bullying

Holy Family Classical School adheres to the Bullying policy of the Catholic Schools Office of the Diocese of Tulsa, as follows:

As Catholics we believe that everyone is created by God and loved by God. Bullying of any kind is contrary to human dignity and is never acceptable.

The Diocese of Tulsa and Eastern Oklahoma is committed to providing all students with a safe school environment in which all members of its community are treated with respect. We believe that protecting against and addressing bullying is critical for creating and maintaining a safe, secure positive school climate and culture, supporting academic achievement, increasing school engagement, respecting the rights of others, and upholding our Catholic values.

Definition

For the purpose of this policy, "bullying" means a pattern of deliberate or intentional behavior involving the use of words or actions that are intended to cause fear, distress, intimidation, seclusion, or harm. Bullying is a repeated behavior or pattern of behavior and may involve an imbalance of physical, social, or psychological power. Distinguishing the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying can be difficult. Therefore, some common forms of bullying are listed below:

1. Verbal (e.g., using threatening or intimidating language, insulting, teasing, sarcasm, or name calling)
2. Social (e.g., spreading rumors, ostracizing, socially excluding others, influencing friendships, or scapegoating)
3. Physical (e.g., physical acts and gestures including hitting, kicking, tripping, theft,
4. interfering with or damaging others property, threatening or intimidating behaviors)
5. Cyberbullying (e.g., misusing the internet, social media sites, mobile phones, or other digital technologies to tease, intimidate, humiliate, defame, threaten, harass, or stalk another person.)

Behaviors that **do not** constitute bullying include:

- Mutual arguments and disagreements (where there is no power imbalance)
- Not liking someone or a single act of social rejection
- Isolated incidents of aggression, acts of meanness, or spite

These conflicts, although not considered bullying, still need to be addressed and resolved.

Reporting Procedures

School administration and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them.

1. Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.
2. Any bystander or witness who has knowledge of or observes bullying of another student must promptly report the bullying to a school staff member.
3. Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected

to bullying or suspected bullying as defined above must promptly report such an incident to the school administration.

4. Retaliation against a victim, a good faith reporter, or a witness is prohibited and may result in remedial or disciplinary action.

Investigation

Reports of bullying and disciplinary actions taken as a result of bullying are classified as private and confidential information. If an investigation by the administration concludes that a student has engaged in bullying conduct, the administration will determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying. The administration is not to disclose any disciplinary action taken against an alleged bully due to confidentiality.

Cyberbullying

Cyberbullying is bullying that takes place over digital devices of any kind through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. This includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information or photos of, or about, someone else, causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Summary

While bullying as defined in this policy will generally warrant disciplinary action against the student(s) responsible for the bullying, whether and to what extent disciplinary action is required is at the discretion of the building administrator (or designated person). Any remedial or disciplinary action will be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and the perpetrator, and prevent the likelihood of retaliation.

Academic Integrity Policy

Holy Family Classical School expects its students to demonstrate integrity in all their academic work. At Holy Family, acts which constitute a violation of academic integrity include:

1. Any and all varieties of cheating on essays, projects, assignments, and exams submitted in a course, including *facilitation* of the same;
2. Giving assistance to or receiving assistance from another during an examination or quiz;
3. Plagiarism, defined as:
    a. use of another's work through unquoted borrowing, partial quotation, or improper paraphrase or summary of an author's ideas, *without proper acknowledgement* constituted by (i) quotation marks enclosing **all** borrowed words, **AND** (ii) changing source material's word-choice and sentence structure when paraphrasing, **AND** (iii) citing all works consulted in a bibliography at the close of each essay;
    b. use of another student's work as one's own, or use of another student's work as the basis for one's own;
    c. use of past academic work as the basis for a newly submitted assignment;
    d. purchase or use of a prepared essay which one subsequently submits as one's own;
    e. use of artificial intelligence (AI) in the completion of essays, projects, or assignments without the express written permission of the teacher;
4. Obtaining, or attempting to obtain, copies of uncirculated examinations or examination questions;
5. Falsifying any academic record or any record which counts towards class credit.

Students found to have committed any one of the above infractions will be disciplined as deemed appropriate by the teacher based on the age, grade-level, and developmental stage of the child (including but not limited to failing the assignment). After being approached by a teacher with evidence of academic dishonesty, written notification of the incident will be provided to the Assistant Head of School or Headmaster. If either determines that it is not the first incident of academic dishonesty by the student, more serious consequences and sanctions, which may include academic probation, suspension, an extended leave of absence, or expulsion**,** may result.

Safety and Emergency Protocols and Procedures

Parent and Visitor Check-In Procedures

For the safety and security of all students and staff, parents, guardians, and visitors entering campus during the school day are required to check in upon arrival and check out before leaving.

All visitors must report to the designated school entrance or reception area, identify themselves, and state the purpose of their visit. Visitors may be asked to provide identification and must follow all school check-in procedures, including wearing a visitor badge when required.

Parents and visitors should not proceed directly to classrooms, hallways, or other student areas without first checking in with the school office or designated receptionist. When visiting a faculty or staff member, the school may ask that the employee come to the reception area to greet and escort the visitor.

Before leaving campus, parents and visitors must check out through the same designated location.

These procedures apply during regular school hours and are intended to help the school maintain an accurate record of who is on campus at all times.

Volunteers

All volunteers who work with or around students must complete all diocesan safe-environment requirements, including VIRTUS training and any required background screening, before volunteering on campus or participating in school-sponsored activities involving students.

Volunteers must also follow all school check-in and check-out procedures while on campus and wear any required identification or visitor badge.

Before leaving campus, parents, volunteers, and visitors must check out through the same designated location.

These procedures apply during regular school hours and are intended to help the school maintain an accurate record of who is on campus at all times.

Emergency Response Plan:

Every year we follow a developed comprehensive emergency response plan in collaboration with staff, administrators, and local emergency services.

We conduct regular drills for fire, lockdown, shelter-in-place, and evacuation procedures to ensure preparedness and familiarity.

We assign specific roles and responsibilities to staff members during emergencies, and ensure they are well-trained to execute their duties.

School Entry and Access Control:

We implement controlled access points to the school building and ensure visitors check-in at the main office and obtain visitor badges. Visitors must wear the visitor badge at all times while on campus.

We utilize security personnel or a monitored system to monitor and control access to the school premises.

Classroom and Facility Safety:

We regularly inspect classrooms, laboratories, playgrounds, and other facilities to identify and address any safety hazards.

We maintain age-appropriate and properly maintained equipment in playgrounds and physical education areas.

We post clear signage indicating safety procedures and rules in relevant areas.

First Aid and Medical Assistance:

We ensure that first aid kits are accessible and properly stocked in designated areas throughout the school.

We train staff members in basic first aid and CPR procedures.

We have designated personnel responsible for responding to medical emergencies and coordinating with emergency services when necessary.

Transportation Safety:

We ensure that school vans and other vehicles used for transportation comply with safety regulations and are regularly inspected.

We train drivers and transportation staff in safe driving practices and emergency procedures.

Severe Weather Preparedness

We establish procedures for dealing with severe weather conditions, such as storms or tornadoes.

We identify safe shelter areas within the school and communicate these locations to students and staff.

Internet and Cybersecurity:

We implement internet safety protocols and educate students on responsible internet use.

We protect sensitive data and maintain cybersecurity measures to safeguard the school's network and information.

Communication and Parental Involvement:

We regularly communicate safety procedures to parents and guardians and encourage their involvement in promoting safety awareness.

We establish effective communication channels to disseminate safety updates and information to all stakeholders.

Staff Training and Professional Development:

We provide ongoing safety training and professional development opportunities for all staff members.

We encourage staff to report safety concerns and provide a mechanism for addressing and resolving issues.

Review and Improvement:

We conduct regular safety audits and reviews to assess the effectiveness of safety procedures and identify areas for improvement.

We involve staff, students, and parents in safety discussions and solicit their feedback to enhance safety measures.

By implementing and consistently adhering to this safety procedure, Holy Family Classical School can create a secure learning environment that prioritizes the well-being of students, staff, and all individuals associated with the institution.

Weather Closings

When weather conditions are serious or may jeopardize the safety of our students, parents will be notified through our Parent Alert system. For full-day closures, it is the intention of the administration to have a decision made and communicated to parents by 6:00am on that day. At times, Holy Family Classical School will call for a late start instead of closure which will likewise be communicated promptly.

Health and Medicine

Health Program/Immunizations

Schools are required by Oklahoma state law to keep either a copy of a student's immunization records or an exemption form from the Oklahoma State Department of Health. The latter form may be acquired at the school office from the Office Manager. Once the enrollment form is complete, the school is required to submit it to the State Dept. of Health for its records and for the seal. The Dept. of Health then returns the sealed form for our school records.

Administration of Medication

Medications will only be administered by the administrative team and school employees authorized by them. In order for any medication to be administered, the parent or legal guardian must sign the Medical Release Form (available from the school office). This form must be returned to the school office before medications may be administered. If the parent or guardian wishes to add a medication to the form, they must email their permission to the school email address. This written authorization will be added to the medical release form on file. All medication, prescribed or otherwise, must be kept in the school office. Students are not permitted to carry medication on their person. All students' medical information, such as OTC medicines and dosages, are kept in the strictest confidence and are not to be administered by volunteers in the school office.

Prescription Medication

Prescription medication may only be administered with the written authorization of a parent or legal guardian. Prescription medication must be in a pharmacy container and must be properly labeled by a pharmacist or physician containing the following: name of the student, name of medication, time to be administered, dosage, date, physician's name, and the name and phone number of the pharmacy. All medication will be kept in the school office at all times. All students' medical information, such as prescriptions and dosages, are kept in the strictest confidence and are not to be administered by volunteers in the school office.

Inhaled Medication

The prescribing physician and parent or legal guardian must give written permission to authorized school employees to grant a student access to any necessary inhaled medications. The label instructions for inhaled medications must be followed unless otherwise noted by written instructions given by the prescribing physician. If a student requires an inhaled medication, the prescribing physician and parent or guardian are responsible for properly instructing the student on its use. If, however, a student requires assistance, it is the responsibility of the physician and/or parent or legal guardian to properly instruct authorized school employees on the inhaled medication's administration. Authorized school employees will not be held accountable to determine the student's medical condition before or after the inhaled medication is administered.

Non-Prescription Medication

For medication that is not prescribed, a parent or legal guardian must fill out the Medical Release Form with any medicine they might want their children to receive when necessary, including but not limited to: ibuprofen, acetaminophen, pepto-bismol, anti-itch cream, cough drops, etc. The parent or legal guardian must supply the medication they wish their student to receive by placing the medication in a Ziplock bag clearly marked with the student's name. This will be kept in the school office. Only properly authorized school employees will administer non-prescription medication. Any instructions the parent or legal guardian writes on the Medical Release Form will be followed, including if

the parent or legal guardian requests verbal approval before administration of non-prescription medication.

Please note that Holy Family Classical School does not have a Certified School Nurse.

First Aid

The school office stocks first aid care and supplies for minor cuts, bumps, bruises, upset stomach, and other minor symptoms treatable by means of basic first aid. If an injury is serious, the parent or legal guardian will be notified as soon as possible. If the parent or legal guardian is unable to be reached, school administrators and/or the school security hold the discretion to call 911 or take any other necessary actions in the immediate interest of a student's health and safety. In case of a concussion, a doctor's note is required stating when a student may resume normal activities at the school including PE and recess.

Contagious Diseases and Viruses

According to Oklahoma Law, any student who has a contagious disease or head lice may be prohibited from attending school. Please pick your sick student up in a timely manner.

Head Lice: If a student has head lice or eggs, they are required to be picked up from school. In order to return to school, the student must be free of all lice and/or eggs.

Rash: If a student has a rash, they are required to be picked up. To return to school, the student must be rash-free or have a doctors' note verifying they are not contagious.

Diarrhea: If a student has diarrhea at school, they are required to be picked up and remain home the following school day. Students must be symptom-free for 24 hours without medicine prior to returning.

Fever: If a student has a temperature of 100 degrees, they are required to be picked up from school and may only return after 24 hours of being fever-free without medication.

Vomiting: If a student vomits at school, they are required to be picked up and remain at home the next day. Students must be symptom-free for 24 hours without medication before returning.

Pink Eye (Conjunctivitis): If a student has any discharge coming from their eye(s) or excessive redness they are required to be picked up from school. In order to return to school, the student must receive medication and either be 24 hours symptom-free or have a doctor's note verifying the student is not contagious.

Ringworm: If a student has ringworm, they are required to be picked up from school. To return to school, the student must be receiving treatment, have lesions covered and have a doctor's note verifying the student is not contagious and is able to return.

Communications

Holy Family Classical School asks that all communications, whether by phone, email, text, or in-person, hold fast to our community's standards of grace and courtesy. We ask all members of our community always to ascribe the best motives to faculty, staff, administrators, and fellow parents and students, remembering that we are all here to become better disciples of Christ.

For communications from the Administrative Leadership Team to parents, the school's preferred methods are email, Flocknote, and FACTS.

For all non-urgent communications, the preferred mode of receiving communications is via email.

We ask parents to be respectful of the "little sabbath" of the faculty and staff's evenings, and also of the sabbath of our faculty and staff's Sundays and solemnities. As many of our teachers and administrators attend Holy Family Cathedral Parish, we respectfully ask that families refrain from asking school-related questions before or after Mass on Sundays in particular.

The Administrative Leadership Team will communicate with families on an as-needed basis. "As needed" is determined by the Administrative Leadership Team in an effort to streamline and prioritize communications in terms of timeliness and importance.

Weekly communications from the Administrative Leadership Team will come via *The Herald*, the weekly newsletter of Holy Family Classical School or *Headmaster's Announcements*, a weekly summary of news from the administration team.

Homeroom teachers in the elementary grades are asked to send regular updates on class activities and curriculum covered at least twice a month.

In the event of an emergency at the school, members of the administration or designated staff person will communicate with parents in as timely a manner as possible via Parent Alert, typically with redundancy via email and text message. A communication will be sent shortly after an emergency has been made known, and a second communication will follow when it has been determined that the community is safe and clear. If immediate pick-up is needed for safety or security reasons, the school will use this means to announce the reconciliation site for families.

Birthdays

Parents are welcome to make children's birthdays special by providing a given student's class with refreshments on a child's birthday. Please check with the student's teacher for possible classroom allergies before bringing in refreshments. Birthday invitations should not be distributed at school, unless the party invitation is extended to every child in the class.

Visitors

Holy Family Classical School is pleased to welcome visitors to the school in a wide variety of ways on a great number of occasions throughout the year. Everyday week parents, grandparents, and close family are invited to join the school community for Mass in the Cathedral church.

On designated days throughout the year, typically noted in the academic calendar or in *The Herald*, the school itself is open to visitors on a limited basis. The specific parameters of visitation will usually be announced along with a given event or volunteer opportunity. On days when there are special classroom celebrations, for example, volunteers are permitted to attend the celebrations hosted by each homeroom teacher, provided volunteers are aiding and supporting the logistics of the celebration in some specific way.

If a loved one is visiting from out of town and would like a tour of the school while it is in session, the administrative staff will be pleased to accommodate such a visit. For these and all other visitation possibilities and procedures, please contact the school office.

Martin Guild

The Martin Guild is Holy Family Classical School's home and school association, which exists to support the students, faculty, and administration of Holy Family Classical School. All parents or guardians by virtue of having a child attend Holy Family Classical School are considered members. The Martin Guild motto is: "Joyfully Building a Saintly Home and School". Information can be found by contacting: martinguild@tulsacathedral.com

School Advisory Council

The School Advisory Council (SAC) provides advice and consultation to the Rector and the Headmaster regarding the mission of the school, strategic planning, tuition prices and the annual budget, marketing and admissions, fundraising and development, and other areas as determined by the by-laws or the Rector and/or Headmaster. Members of the SAC are appointed by the Rector of Holy Family Cathedral.

Volunteer Opportunities

Over and above harmonizing home and school culture, some parents may wish to become more active in the life of the school in its day-to-day mission of teaching and forming young hearts and minds. For such generous sharers of their time and talent, volunteer opportunities abound. Please contact the school office or Martin Guild to learn more about available volunteer opportunities. Volunteers must have current Virtus training and a background check on file before volunteering on campus in any capacity.

Questions, Concerns, and Grievances

Our teaching and administrative teams welcome all parents' questions, comments, and expressions of concern. Parents who have questions or concerns about policies, protocols, and procedures are nonetheless asked to follow the principle of subsidiarity in bringing queries to the teaching and administrative teams.

If you have a question about classroom procedures, curriculum, or discipline, please begin by asking the teacher. If expressing a question or concern does not lead to timely resolution, please contact the appropriate administrator. Parents are asked to begin with the most immediate party concerned, incrementally moving on to successive administrators if initial and follow-up inquiries and concerns are not resolved to parents' satisfaction.

Going "straight to the top" will typically be met with the simple question of whether the most immediate parties (teacher, teacher's aide, etc.) have first been made aware of your questions or concerns. Below are some of the key responsibilities of team members so that parents might know better how to direct their questions to the most immediately relevant team-member at Holy Family Classical School.

Teacher

Faculty are responsible for the formation of students in their assigned course areas. The relevant teacher is thus the first go-to individual for all questions about students' specific progress in the curriculum, behavior in the classroom, and overall level of adjustment to the curriculum and culture of the school.

School Office Assistant

The school office assistant is the first point of contact in the school office. His/her role is to greet students, parents and visitors, complete daily office tasks including attendance excuses and support the administration team. The office assistant also provides basic first aid and medication administration to students and ensures appropriate communication to parents.

Office Manager

The office manager is located in the office and supports the school by overseeing the day-to-day administrative operations of the school. Responsibilities include working closely with the office assistant, managing school communications, coordinating field trip logistics, assisting with the admissions process, supporting event planning for parent and staff gatherings, organizing safety drills, and maintaining school financial reporting and other records. The office manager provides student and teacher support, orders curriculum and classroom supplies, and manages vendor relations. This role also includes financial oversight tasks such as assisting with budget tracking, managing school purchases. The office manager plays a key role in parent engagement, volunteer coordination, event planning, and fostering a welcoming and efficient school environment.

Registrar

The registrar role ensures the seamless operation of all processes involving enrollment or student and parent data. This role is responsible for data management supporting admissions, FACTS, and student recordkeeping. If you need to update your students' information or if you are having FACTS portal issues, please contact the registrar.

Business Office

The Business Office is located in the Parish Office on the southeastern corner of the school building. It is the purview of the Business Office to handle all billing, and transfer of monies.

Dean of Faculty, High School

The Dean of Faculty supports the work of the High School faculty by providing mentorship, instructional guidance, and direct oversight of day-to-day faculty concerns. He/she works to promote a culture of excellence in teaching and learning, coordinating professional development, classroom observation, and ongoing teacher formation. In collaboration with the Headmaster, he/she helps maintain the academic integrity and mission alignment of the High School while fostering a faculty culture rooted in collegiality, charity, and a shared pursuit of truth.

Assistant Head of School/Lower School Principal (Montessori-4th Grade)

The Assistant Head of School also serves as the Lower School Principal and is responsible for maintaining the mission and vision of the school. He/she oversees homeroom teachers, specialist teachers, and students from Montessori through 4th grade. The Assistant Head of School facilitates acquisition of supplies and curriculum, and coordinates with teachers of all grades on organizing field trips. The Assistant Head of School is aided in this work by the Office Manager.

For parents who have inquiries or concerns about the curriculum, pedagogy, or culture of the school, it is recommended that the parent first bring these to the relevant teacher. If this avenue does not settle the mind and heart of the parent making inquiry, appeal may be made to the Assistant Head of School. If this too does not lead to satisfactory resolution, a parent may bring their concern to the Headmaster.

Headmaster/Upper School Principal (5th-12th Grade)

The Head of School of Holy Family Classical School is a leader who, together with the Rector of Holy Family Cathedral Parish, sets the tone for mission, the strategic agenda for long-term planning, and the agenda for work to be accomplished in fulfillment of the mission and vision of the school community as the largest mission of the parish. The Headmaster also serves as the Upper School Principal and is responsible for overseeing teachers and major discipline issues from grades 5-12. The Headmaster supports the work of all employees in the service of all students and families, ensuring proper training, guidance, and provision at all times. This work is carried out through the principle of subsidiarity, with the Headmaster offering specific guidance, counsel, and advice as needed for the common good. His/her team of administrative professionals in turn supports the teachers in their teaching mission, and these in their role guide, direct, and form the children in their care in fulfillment of our shared mission to provide each child with a classical education centered on Christ.

Superintendent

The Superintendent of Catholic Schools for the Catholic Diocese of Tulsa and Eastern Oklahoma tends with care all Catholic schools in the diocese, Holy Family Classical School being one. He serves the Holy Family Classical School community principally by being chief advisor to the President in all strategic and tactical matters of importance, delicacy, policy, prudence, and urgency. In matters juridical in particular, the Superintendent is the final avenue of appeal.

Rector/President

For the school's purposes, the Rector of Holy Family Cathedral Parish serves as the President and pastoral counterpart to the Superintendent of Catholic Schools. He is also the immediate supervisor of the Headmaster of Holy Family Classical School. In all pastoral matters touching the work of the school as the largest mission of Holy Family Cathedral Parish, the Rector plays an important role according to the pastoral needs of the greater community. The Rector sits at the head of the Administrative Leadership Team, guiding and directing the strategic and tactical initiatives of the school. In this way the Rector also plays a key role in providing for the school's many needs. As the canonical chair of the Parish Finance Council, the Rector oversees both the budget process and also the means of meeting the needs of a given year's budget through fundraising.

Accreditation and Non-discrimination

Holy Family Classical School is fully accredited by the Oklahoma Conference of Catholic Schools Accrediting Association, a state-recognized accrediting body.

Holy Family Classical School does not discriminate on the basis of sex, race, color, ethnic background, or social or economic status in the administration of its admissions, educational, or athletic programs.

Asbestos Management Plan

Under 40 CFR Part 763, the U.S. Environmental Protection Agency (EPA) requires all Local Education Agencies (LEA's) to identify and manage asbestos containing materials (ACM) in their school buildings. Holy Family Classical School has been certified as asbestos-free.

The Asbestos Management Plan is located in the Administrative Office of the school and is available for review upon request. All questions regarding the Asbestos Management Plan should be directed to the School Administration.

Amendments to the Handbook

Holy Family Classical School reserves the right to amend this handbook.

Notice of such amendments will be sent to parents and guardians of the school through the school's standard communications platforms, including FACTS and/or Flocknote.